

DESIGN CRITERIA PACKAGE NARRATIVE
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PART 1 PROJECT OBJECTIVE AND BACKGROUND

- 1.1 The VILLAGE (Village of Biscayne Park) has issued this Request for Proposal (RFP) to solicit competitive bids from a Design Build Firm (DBF) for this Project.
- 1.2 The purpose of this Project is to provide drainage improvements for five separate project locations within the Village of Biscayne Park. The five separate project locations are as follows:
 - A. NE 115 St. (NE 6 Ave. to NE 7 Ave.)
 - B. NE 121 St. (NE 11 Ave. to NE 11 Ct.)
 - C. NE 11 Ave. (NE 119 St. to NE 121 St.)
 - D. NE 113 St. (NE 9 Ct. to NE 10 Ave.)
 - E. NE 111 St. (NE 10 Ave. to NE 11 Pl.)
- 1.3 For bidding purposes, the DBF shall assume each of the five project areas will be executed as separate, standalone projects as the base bids (i.e., separate NTPs). The bid alternate shall be priced such that all project areas are contracted and completed as part of the same project.
- 1.4 The VILLAGE requires that the minimum amount of Exfiltration Trench as proposed in the conceptual plans be constructed by the DBF. The locations and complete design of Catch Basins, Storm Manholes and Exfiltration Trench shall be finalized by the DBF. The VILLAGE requires that the Exfiltration Trench be constructed only within the asphalt pavement areas except as otherwise shown on the conceptual plans. Adequate number of catch basins shall be provided to convey the runoff into the proposed Exfiltration Trench. Minimum design and construction criteria are established by Conceptual Plans and Technical Specifications prepared for the project. A complete scope of Work is further detailed in the Contract Documents.
- 1.5 The selected DBF shall be fully responsible for providing the topographic survey, design, permitting, supervision, construction, inspections, construction management, public involvement, final certification, and all associated Work to fulfill the Project's intent.
- 1.6 The selected DBF shall perform all aspects of the Project to fulfill the intent of the Project as described in the Contract Documents. Included in the Project is the acquisition of all tools, equipment, materials, and other supplies including but not limited to fuel, power, water, and communication devices required to complete the Project. The Work also includes the performance of all labor, work, and other operations. Work must be completed with all equipment, materials, and services not directly specified in the Contract Documents but necessary for the completion of the Project to fulfill the intent of the Project at no additional cost to the VILLAGE.

PART 2 DBF PROCUREMENT

- 2.1 The VILLAGE will procure a DBF to complete all services in the scope of Work described herein. Proposals were solicited and selection criteria was established by the VILLAGE following the Village of Biscayne Park Code of Ordinances. A qualified DBF will be selected accordingly.

- 2.2 The DBF shall demonstrate past experience with design, permitting, and construction of large-scale drainage improvement projects within a residential neighborhood in both the right-of-way and on private property. Refer to the VILLAGE’s front-end documents for additional qualification requirements.

PART 3 PROJECT REQUIREMENTS

- 3.1 The selected DBF must use effective project management practices while working on the Project. Included in project management is clear and frequent communication with the VILLAGE and other parties involved in the Project, management of time and resources, and documentation of all services and communication. Technical reviews of all Work pertaining to the Project will be performed by the VILLAGE.

PART 4 DESIGN AND CONSTRUCTION CRITERIA

- 4.1 The selected DBF shall take a comprehensive and thorough technical approach to completing the design-build operation outlined for the Project. Minimum design and construction criteria as described in the Conceptual Plans and Technical Specifications must be met by the DBF. Submitted technical proposals must convey that the DBF has a complete understanding of the required Work, its intent, and VILLAGE objectives. Additionally, the technical proposal shall address how the DBF plans to accomplish the following items:
- A. Completion of the design documents and construction for the Project within the timeframe provided.
 - B. Procurement of all required construction permits from local, state, and federal agencies as detailed in the Contract Documents. The DBF must develop permitting strategies and determine possible issues, testing requirements, and timing for the Project.
 - C. Public outreach, including receiving and addressing questions and complaints from the residents, and distributing door hangers and fliers. This shall include preparing and submitting a Public Outreach Plan during design to the VILLAGE for approval prior to beginning construction.
 - D. Identification of quality control / quality assurance measures to be performed.
 - E. Production of signed and sealed record drawings following completion of construction for the Project.

PART 5 DETAILED DESCRIPTION

- 5.1 The technical proposal submitted by the DBF shall demonstrate a comprehension of the following design aspects:
- A. Local subsurface conditions and associated geotechnical data
 - B. Utility coordination and conflict resolution with existing utilities
 - C. Open cut excavation and backfilling, trench restoration, swale construction
 - D. Design and Construction of Exfiltration Trench, Catch Basins, Storm Manholes
 - E. Landscape/Hardscape, concrete, driveway, and asphalt pavement restoration/reconstruction

- F. Pavement Marking and Signing restoration
- G. Maintenance of Traffic operations
- H. Design and construction of Stormwater Pollution Prevention Plans
- I. Dewatering

PART 6 GOVERNING REGULATIONS

- 6.1 The selected DBF shall provide services in compliance with all current regulations and guidelines created by, including but not limited to, the Village of Biscayne Park, Miami- Dade County Public Works and Traffic Engineering Division, Miami-Dade County Environmental Resources Management (DERM), South Florida Water Management District, Florida Department of Environmental Protection, and the Occupational Safety and Health Administration.

PART 7 SERVICES AND MATERIALS PROVIDED BY THE VILLAGE

- 7.1 The VILLAGE or its designee will provide the services in the following list:
- A. A Project Manager will represent the VILLAGE as the technical representative for this Project.
 - B. Review of submittals as required by the Contract Documents.
 - C. Periodic construction observations and inspections.

PART 8 EXISTING UNDERGROUND UTILITY INFORMATION

- 8.1 There are existing overhead and underground utilities within the Project limits. Limited information on the location of these utilities has been provided in the Contract Documents. The VILLAGE does not assume responsibility for the accuracy of the provided existing utility documents or liability if the locations of these utilities differ from the documents provided. It is the responsibility of the DBF to confirm actual location of existing underground utilities. This includes, but not limited to, location of all existing water services, water main, electric, gas, and communication.

PART 9 CADD STANDARDS

- 9.1 All submitted design drawings for the Project shall meet the standards set by the VILLAGE, and the Miami-Dade County as applicable.

PART 10 PERMITS

- 10.1 It is the responsibility of the DBF to apply for and obtain all permits as necessary to construct the Project. DERM drainage permits for all sites and a specific Right of Way permit from City of North Miami for project located at NE 121 Street are anticipated. However, additional permits may be required.

PART 11 TOPOGRAPHIC SURVEY

- 11.1 The VILLAGE will not provide any topographic survey for the project. All required topographic survey will be the responsibility of the selected DBF. The selected DBF

shall prepare topographic survey, provide surveying for construction activities, and complete signed and sealed as-built documents and submit them to the VILLAGE for approval upon construction completion.

PART 12 GEOTECHNICAL REPORT

- 12.1 A Geotechnical Report was prepared by Nutting Engineers of Florida, Inc. in June of 2021. Copy of the report is included in the Contract Documents.

PART 13 PROJECT MEETINGS

- 13.1 The VILLAGE shall require meetings throughout the Project which require the participation of the VILLAGE, selected DBF, all subcontractors, all subconsultants, representatives of governmental agencies with jurisdiction in the Project area, and any others as requested by the VILLAGE and/or the selected DBF. All meetings shall be held at a central site that is convenient to all parties.
- 13.2 Following the written Notice to Proceed, the DBF shall coordinate with the VILLAGE to hold a preconstruction meeting. All following meetings shall likewise be organized by the DBF upon instruction from the VILLAGE. The DBF shall prepare meeting minutes and distribute to all attendees within a week of each meeting.

PART 14 CONSTRUCTION DURATION

- 14.1 The selected DBF is expected to complete the Work as expeditiously as possible and, at a minimum, meeting the following schedule:
- A. Substantial Construction Completion within 330 calendar days from the Notice to Proceed.
- B. Final Construction Completion within 365 calendar days from the Notice to Proceed.
- 14.2 Failure to meet milestones on the above schedule will result in liquidated damages to be paid by the selected DBF as described in the VILLAGE's general conditions.
- 14.3 The selected DBF is responsible for obtaining all permits needed for the Work. The procurement of permits is critical for the completion of the Work and needs to be in consideration of the selected DBF.

PART 15 DELIVERABLES

- 15.1 Subsurface Utility Engineering (SUE) Reports
- 15.2 60% Design Submittal
- 15.3 90% Design Submittal
- 15.4 100% Final Design Submittal (signed and sealed)
- 15.5 All Permit Application Packages for Applicable Regulatory Agencies
- 15.6 All Approved Permits from Applicable Regulatory Agencies
- 15.7 Environmental Management Plan
- 15.8 Vibration Monitoring Plan

- 15.9 Phasing Plan
- 15.10 Initial Schedule and Progress Schedules
- 15.11 Schedule of Values
- 15.12 Progress Payment Requests
- 15.13 Shop Drawings approved by Engineer of Record for DBF
- 15.14 Daily Construction Inspection Reports
- 15.15 Certificates of Compliance
- 15.16 Warranties
- 15.17 Maintenance of Traffic (MOT) Plan
- 15.18 Preconstruction Video and Photographs
- 15.19 Hurricane Preparedness Plan
- 15.20 All Test Results approved by Engineer of Record for DBF
- 15.21 All soil compaction and proctor test results
- 15.22 Record Drawing drafts for review
- 15.23 Record Drawings in AutoCAD format
- 15.24 Record Drawings (signed and sealed)
- 15.25 Approvals from Regulatory Agencies to Place Facilities into Service
- 15.26 Original releases from all parties entitled to claims against project

END OF SECTION

CGA PROJECT NO. 21-4358
BISCAYNE PARK – PHASE 1A DRAINAGE IMPROVEMENTS VILLAGE
OF BISCAYNE PARK

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